



Instructions for Authorization Agreement for Electronic Funds Transfer (EFT) of Tax Payment

If this is a new application for this account and tax type, mark the block labeled "New Application." If you are notifying the Department of a change, mark the block labeled "Change Document." On a change document, you should complete the taxpayer name, account number, tax type, and the items being changed only. Changes to the payment method must be submitted at least 60 days in advance.

Section I

All information requested in this section must be completed regardless of the payment method selected.

Taxpayer name: Please enter the name that appears on your account with the Louisiana Department of Revenue for the tax for which you are completing this application.

Revenue Account Number: Please enter the account number assigned to you by the Louisiana Department of Revenue for the tax for which you are completing this application. For oil or gas severance tax, this is the 5-digit producer/purchaser code assigned by the Office of Conservation; for timber or mineral severance tax, this is the 5-digit number assigned by the Department of Revenue; for all other taxes, this is the 10-digit account number assigned by the Department of Revenue.

Federal Identification Number: If you have a Federal Identification Number, insert it in the space provided.

Tax Type: Enter both the tax type name and corresponding National Automated Clearinghouse Association (NACHA) code, as follows:

Sales Tax

General Sales (R-1029)	04101
Hotel/Motel Jefferson/Orleans (R-1029 DS)	04101
NOEH Hotel Room Occupancy Tax (R-1325)	04101
Automobile Rental Excise Tax (R-1329)	04111

Severance Tax

Oil Severance	08100
Gas Severance	08200
Mineral Severance	08600
Timber Severance	08700

Other Taxes

Withholding	01100
Corporation Income/Franchise	02200
Natural Gas Franchise Tax	08220
Oilfield Restoration (oil)	08111
Oilfield Restoration (gas)	08211

Excise Taxes

Alcohol	06401
Beer Returns	06301
Gasoline Dealer	05101
Gasoline Jobber	05111
Gasoline User	05121
Hazardous Waste	09001
Inspection and Supervision	15001
Special Fuels Decals	05221
Special Fuels Supplier	05201
Special Fuels User	05211
Tobacco Permits	07321
Tobacco Returns	07301
Transportation and Communication	15011

Payment by EFT:

Mandatory/Voluntary: If you have been told by the Department of Revenue that you are required by law to remit payments for this tax type electronically, mark "Mandatory." If you wish to voluntarily remit electronically, mark "Voluntary."

If you mark "Voluntary," you must indicate a requested implementation tax period and an anticipated date of first transmission. **VOLUNTARY PAYERS MAY NOT BEGIN PAYING ELECTRONICALLY UNTIL THEY HAVE BEEN NOTIFIED BY THIS DEPARTMENT OF AN OFFICIAL EFFECTIVE TAX PERIOD.** Electronic payments are restricted to those taxes listed on the previous page. Taxpayers who voluntarily remit electronically must do so for a minimum of one year and must comply with all EFT regulations.

Contact Person: Please list two contact persons for electronic funds transfer purposes and their telephone numbers.

Mailing Address: Please indicate the address to which all information relative to electronic funds transfers should be mailed.

SECTIONS II, III, AND IV

You must select only **ONE** method of payment: Automated Clearinghouse (ACH) Debit, ACH Credit, or Other Immediately Investible Funds.

If you select the ACH Debit method, you must provide all information requested in Section II. The transit and routing number is the series of digits on the lower left side of your check prior to your account number. Be sure to attach a copy of a voided check.

If you select the ACH Credit with Addenda method, payments must be in the NACHA CCD+ format using the Tax Payment Convention (TXP). Check with your financial institution to be sure it can accommodate your needs before selecting this method.

If you choose to pay by Other Immediately Investible Funds, please note that this includes cash, money orders, and cashier's checks, and that the payment must be delivered in person or by courier to the Louisiana Department of Revenue on or before the due date of the return.

For assistance call:

Taxpayer Services Division	(225) 219-7318
Corporation Income and Franchise Taxes	
Excise Taxes	
Sales Tax	
Withholding Tax	
Severance Tax Division	(225) 219-2500